

**INTERNAL TITLE 5
VACANCY ANNOUNCEMENT**

Announcement Number:	2006-142	Opening Date:	9/20/06	Closing Date:	10/02/06
Position/Position Number:	Staff Assistant, GS-301-11 Target 12 #6951 OR GS-301-12 #3314		Organizational Location:	Domiciliary Residential Rehabilitation Treatment Program (DR RTP), Temple	
Salary Range:	GS-11: \$62,557 – \$81,320 per annum GS-12: \$62,291 – \$80,975 per annum (INCLUDES 12.52% LOCALITY COMPARABILITY PAY)		Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS & VCS	

Duties and Responsibilities:

The Staff Assistant is the key administrative resource and staff assistant for the DR RTP. Incumbent will be required to supervise the day to day operations of the DR RTP and responsible for the developing, monitoring, and achieving programmatic goals for the DR RTP. The Staff Assistant will be charged with the administrative and supervisory responsibilities of the Program Support Assistants of the DR RTP. Required to perform analytical and evaluative work associated with line and/or program activities. Performs work involving the analysis of the economic impact, feasibility, practicality, and effectiveness of existing and/or proposed standards, regulations, programs, and policies. Develops economic impact models, and/or analyzes new or amended legislation. Performs administrative work in one or more of the following areas: personnel management/administration, budgeting and financial management, procurement and contracting, property management, and/or supply. Acts as a liaison or handles communication with persons and/or groups both inside and outside of the organization, speaking for the principal on complex program issues. Plans and/or supports committees, boards, symposia, or conferences. Manages schedules, agendas, and action items for key groups. Conducts special projects or studies to analyze, evaluate, and provide recommendations on administrative programs or issues. Researches and/or analyzes problems, issues, or program requirements. Researches and/or analyzes unstable or complex program issues. Reviews information, reconciles conflicting data, and devises new or modified methods to analyze findings. Develops recommendations and proposals. Plans and/or accomplishes special projects to include medical center, VISN and VACO reports. Performs a variety of duties related to special projects involving program issues that contain complicating elements. Identifies and determines training priorities, conducts and administers training programs, develops and improves training guidance. May conduct classroom or other group-setting instruction. Performs quality assurance work that involves systematic prevention of defects, nonconformance to regulations and standards, identification of unsatisfactory trends and conditions. Develops plans and programs for achieving and maintaining total quality transaction processing and customer service throughout the business cycle. Develops and implements marketing strategies. Consults the Center executive and managers to define marketing objectives that promote the clinical interests of the Medical Center. **FIRST-TIME SUPERVISORS MUST SERVE A ONE YEAR PROBATION PERIOD.**

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service (HRMS). At the GS-12 level, must have one year specialized experience equivalent to at least the GS-11 level. **MUST MEET TIME-IN-GRADE REQUIREMENTS OF ONE YEAR AT GS-11 LEVEL IN FEDERAL SERVICE.** At the GS-11 level, must have at least one year of specialized experience equivalent to at least GS-9 in Federal Service OR Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. **MUST MEET TIME IN GRADE REQUIREMENTS OF ONE YEAR AT GS-9 LEVEL IN FEDERAL SERVICE.** Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position. **It is the responsibility of each employee to assure that his/her Official Personnel Folder (OPF) is current and shows ALL work experience and credentials, including transcripts, prior to the closing date of the announcement.**

Rating and Ranking:

RATING FACTORS: Qualified candidates will be rated on the knowledge, skills, and/or abilities (KSAs) as defined by the following factors which have been identified by the duties of the position to be indicative of superior performance. All applicants should provide clear, concise examples that show the level of accomplishment or degree to which they possess the KSA on a separate sheet of paper or VA Form 4676a. Incomplete, vague or contradictory information may affect the rating. **IN ORDER TO BE ACCURATELY RATED YOU MUST RESPOND TO THE RATING FACTORS LISTED BELOW.**

- Ability to organize, coordinate, and control workflow effectively applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.
- Ability to plan and organize work on own initiative, establish priorities, and use independent judgment with attention to detail.
- Knowledge and skill in using software packages, i.e. Outlook, Internet, Excel, PowerPoint, Publisher, Vista, CPRS, and others as applicable to develop reports and display information.
- Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources.
- Knowledge and skill in adapting analytical techniques and evaluation of criteria.
- Skill in conducting detailed analyses of complex functions and work processes.
- Skill in effective oral and written communication with people from a wide variety of backgrounds and different organizational levels.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.central-texas.med.va.gov/HRMS/forms.htm>. **VA FORMS 5-4078, 5-4676A AND 5-4667B MUST BE RECEIVED IN HRMS, TEMPLE, BY 4:00 P.M. ON CLOSING DATE OF ANNOUNCEMENT.** Refer questions to Lili A. Sims, Human Resources Specialist, at extension 40785. Area of consideration maybe expanded to include eligible applicants.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the specialist listed above. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A NON BARGAINING UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM. EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.